

Expenditure Requisition (And Payment Envelope Insert)

Date Prepared: ____/____/____

Date Required: ____/____/____

Pay To the Order of:	<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em;"></div>	<p>AMOUNT:\$ _____.</p> <p>VENDOR INVOICE #: _____</p>
	<div style="display: flex; justify-content: space-around; font-size: 0.8em;"> City State Zip Code </div>	

Fold on this line to fit into window envelope

<p>COMMITTEE: _____</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th colspan="3" style="text-align: center; font-size: 0.8em;">COMMITTEES</th> </tr> <tr> <th style="width: 33%; text-align: center; font-size: 0.7em;">STANDING COMMITTEES</th> <th style="width: 33%;"></th> <th style="width: 33%; text-align: center; font-size: 0.7em;">SPECIAL COMMITTEES</th> </tr> </thead> <tbody> <tr> <td style="font-size: 0.7em;">Audit</td> <td style="font-size: 0.7em;">Nominations</td> <td style="font-size: 0.7em;">Editorial Board / Newsletter</td> </tr> <tr> <td style="font-size: 0.7em;">Awards</td> <td style="font-size: 0.7em;">Policies & Bylaws</td> <td style="font-size: 0.7em;">History</td> </tr> <tr> <td style="font-size: 0.7em;">Community Outreach</td> <td style="font-size: 0.7em;">Professional Development</td> <td style="font-size: 0.7em;">Internet</td> </tr> <tr> <td style="font-size: 0.7em;">Executive</td> <td style="font-size: 0.7em;">Program</td> <td style="font-size: 0.7em;">Luncheons</td> </tr> <tr> <td style="font-size: 0.7em;">Finance</td> <td style="font-size: 0.7em;">Resolutions</td> <td style="font-size: 0.7em;">Public Health Week</td> </tr> <tr> <td style="font-size: 0.7em;">Legislative</td> <td style="font-size: 0.7em;">Strategic Planning</td> <td style="font-size: 0.7em;">Other: _____</td> </tr> <tr> <td style="font-size: 0.7em;">Membership</td> <td></td> <td></td> </tr> </tbody> </table> <p>AUTHORIZED BY : _____ PHONE: _____</p> <p style="text-align: center; font-size: 0.8em;">(Printed Name of Person Authorizing Expenditure)</p> <p>AUTHORIZING SIGNATURE: _____</p>	COMMITTEES			STANDING COMMITTEES		SPECIAL COMMITTEES	Audit	Nominations	Editorial Board / Newsletter	Awards	Policies & Bylaws	History	Community Outreach	Professional Development	Internet	Executive	Program	Luncheons	Finance	Resolutions	Public Health Week	Legislative	Strategic Planning	Other: _____	Membership			<p>EXPENSE CATEGORY: _____</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: center; font-size: 0.8em;">EXPENSE CATEGORIES</th> </tr> </thead> <tbody> <tr> <td style="font-size: 0.7em;">AWARDS - Awards, Contributions</td> </tr> <tr> <td style="font-size: 0.7em;">FOOD - Catering, Food, Luncheons</td> </tr> <tr> <td style="font-size: 0.7em;">MISCELLANEOUS</td> </tr> <tr> <td style="font-size: 0.7em;">OFFICE COSTS - Postage, Printing, Rentals, Software, Supplies</td> </tr> <tr> <td style="font-size: 0.7em;">PROFESSIONAL - Honorariums, Legal, Meeting Regis., Membership, Professional</td> </tr> <tr> <td style="font-size: 0.7em;">TRAVEL</td> </tr> </tbody> </table>	EXPENSE CATEGORIES	AWARDS - Awards, Contributions	FOOD - Catering, Food, Luncheons	MISCELLANEOUS	OFFICE COSTS - Postage, Printing, Rentals, Software, Supplies	PROFESSIONAL - Honorariums, Legal, Meeting Regis., Membership, Professional	TRAVEL
COMMITTEES																																			
STANDING COMMITTEES		SPECIAL COMMITTEES																																	
Audit	Nominations	Editorial Board / Newsletter																																	
Awards	Policies & Bylaws	History																																	
Community Outreach	Professional Development	Internet																																	
Executive	Program	Luncheons																																	
Finance	Resolutions	Public Health Week																																	
Legislative	Strategic Planning	Other: _____																																	
Membership																																			
EXPENSE CATEGORIES																																			
AWARDS - Awards, Contributions																																			
FOOD - Catering, Food, Luncheons																																			
MISCELLANEOUS																																			
OFFICE COSTS - Postage, Printing, Rentals, Software, Supplies																																			
PROFESSIONAL - Honorariums, Legal, Meeting Regis., Membership, Professional																																			
TRAVEL																																			

EXPLANATION & DETAILS:

UPHA
CHECK #: _____ CHECK DATE: ____/____/____

DISTRIBUTION OF COPIES:
 WHITE - Sent with Payment
 YELLOW - Treasurer's Copy
 PINK - Requester's Copy